

# Office of the Chief Financial Officer



## Department Description

The Office of the Chief Financial Officer (CFO) Department includes the Chief Financial Officer, the Director of Strategic Partnerships, and an Executive Secretary.

The CFO is responsible for the City's internal controls over financial reporting and oversees the development and implementation of the internal control policies and procedures in all City departments. In addition, the CFO also manages and administers the Citywide Program Expenditures and the General Fund Appropriated Reserve.

The Department's mission is:

*To provide the City of San Diego with the highest quality public services in the areas of financial management, budgeting, fiscal planning, financial reporting, and enterprise resource planning support to ensure financial integrity, maintain public interest, and promote accountability in government*



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# Office of the Chief Financial Officer

## Department Summary

		FY2010 Budget		FY2011 Adopted		FY2010–2011 Change
Positions		3.00		3.00		0.00
Personnel Expenses	\$	438,529	\$	497,747	\$	59,218
Non-Personnel Expenses		440,944		415,886		(25,058)
<b>Total Department Expenses</b>	<b>\$</b>	<b>879,473</b>	<b>\$</b>	<b>913,633</b>	<b>\$</b>	<b>34,160</b>
<b>Total Department Revenue</b>	<b>\$</b>	<b>500,000</b>	<b>\$</b>	<b>500,000</b>	<b>\$</b>	<b>–</b>

## General Fund

### Department Expenditures

		FY2010 Budget		FY2011 Adopted		FY2010–2011 Change
Office of the Chief Financial Officer	\$	879,473	\$	913,633	\$	34,160
<b>Total</b>	<b>\$</b>	<b>879,473</b>	<b>\$</b>	<b>913,633</b>	<b>\$</b>	<b>34,160</b>

### Department Personnel

		FY2010 Budget		FY2011 Adopted		FY2010–2011 Change
Office of the Chief Financial Officer		3.00		3.00		0.00
<b>Total</b>		<b>3.00</b>		<b>3.00</b>		<b>0.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Adjustment to Contracts and Equipment Outlay</b> Funding allocated according to a zero-based annual review of contract and equipment outlay requirements.	0.00	\$ 361,000	\$ –
<b>Non-personnel Expenditure Adjustment</b> Adjustment to travel expenditures.	0.00	(15,000)	–
<b>Revised Revenue</b> Adjustment to reflect Fiscal Year 2011 revenue projections.	0.00	–	–
<b>Total</b>	<b>0.00</b>	<b>\$ 346,000</b>	<b>\$ –</b>

### Expenditures by Category

		FY2010 Budget		FY2011 Adopted		FY2010–2011 Change
<b>PERSONNEL</b>						
Salaries and Wages	\$	308,231	\$	307,355	\$	(876)
Fringe Benefits		130,298		190,392		60,094
<b>PERSONNEL SUBTOTAL</b>	<b>\$</b>	<b>438,529</b>	<b>\$</b>	<b>497,747</b>	<b>\$</b>	<b>59,218</b>
<b>NON-PERSONNEL</b>						
Supplies	\$	5,041	\$	5,041	\$	–
Contracts		414,409		392,268		(22,141)
Information Technology		5,674		4,889		(785)
Energy and Utilities		5,820		4,688		(1,132)
Other		8,000		8,000		–
Capital Expenditures		2,000		1,000		(1,000)
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$</b>	<b>440,944</b>	<b>\$</b>	<b>415,886</b>	<b>\$</b>	<b>(25,058)</b>

# Office of the Chief Financial Officer

## Expenditures by Category (Cont'd)

		FY2010 Budget		FY2011 Adopted		FY2010-2011 Change
<b>Total</b>	\$	<b>879,473</b>	\$	<b>913,633</b>	\$	<b>34,160</b>

## Revenues by Category

		FY2010 Budget		FY2011 Adopted		FY2010-2011 Change
Other Financial Sources (Uses)	\$	500,000	\$	<b>500,000</b>	\$	—
<b>Total</b>	\$	<b>500,000</b>	\$	<b>500,000</b>	\$	—

## Personnel Expenses

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
20001099	2130	Chief Financial Officer	1.00	<b>1.00</b>	\$59,155 - \$224,099	\$ 175,198
20000924	1876	Executive Secretary	1.00	<b>1.00</b>	43,555 - 52,666	49,462
20001127	2164	Management Assistant to the City Manager	1.00	<b>0.00</b>	26,395 - 160,430	—
20001195	2243	Resource Development Officer	0.00	<b>1.00</b>	23,005 - 137,904	82,695
<b>Salaries and Wages Subtotal</b>			<b>3.00</b>	<b>3.00</b>		<b>\$ 307,355</b>

Employee Offset Savings	\$	8,484
Flexible Benefits		18,276
Long-Term Disability		2,850
Medicare		4,591
Other Post-Employment Benefits		18,990
Retirement ARC		110,874
Retirement Offset Contribution		2,788
Risk Management Administration		2,940
Supplemental Pension Savings Plan		17,633
Unemployment Insurance		665
Unused Sick Leave		253
Workers' Compensation		2,048

<b>Fringe Benefits Subtotal</b>	<b>\$</b>	<b>190,392</b>
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<b>Total Personnel Expenses</b>	<b>\$</b>	<b>497,747</b>
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## Budget by Program

	FY2011 Positions		FY2011 Expenditures		FY2011 Revenue
General Administration/Management	2.00	\$	658,451	\$	—
IT Non-Discretionary	0.00		4,889		—
Strategic Partnerships	1.00		250,293		500,000
<b>Total</b>	<b>3.00</b>	<b>\$</b>	<b>913,633</b>	<b>\$</b>	<b>500,000</b>